

MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, March 21, 2012
PLACE OF MEETING: Carlsbad City Library Board Room
1775 Dove Lane, Carlsbad CA

CALL TO ORDER:

Chair Bob Benson called the meeting to order at 3:59 p.m.

ROLL CALL:

Present: Library Board Trustees Benson, Bradley, Hinman, and Hulsart

Absent: Library Board Trustee Lignante

Staff Present: Heather Pizzuto, Library Director
Dave Curtis, Deputy Library Director
Suzanne Smithson, Deputy Library Director
Glynn Birdwell, Principal Librarian
Jessica Padilla Bowen, Community Relations Manager
Steve Didier, Library Management Analyst

APPROVAL OF MINUTES:

The minutes of the February 15, 2012 meeting of the Library Board of Trustees were unanimously approved by proper motion (Bradley/Hulsart) and vote.

MONTHLY LIBRARY REPORTS:

Library & Cultural Arts Director Pizzuto introduced Glynn Birdwell as the newly appointed Principal Librarian at the Library Learning Center.

Trustee Bradley asked for an update on the theft of the iPad from the Cole Library and Library & Cultural Arts Director Pizzuto responded that the police had determined that the identification information provided by the individual when he checked out the device was fraudulent. There are no other leads so the investigation has been suspended but the device has been recorded in the police database of stolen property.

Trustee Bradley noted the increase in pre-school program attendance and Trustee Hinman commented on the overall people count relative to the population of the City.

Trustee Benson asked how many children were taking the digital story-writing classes and Deputy Library Director Smithson replied that there are eight computer stations available and all were in use for each class.

Trustee Hulsart asked if some of the recent programs were directly related to the results of the Transforming Life After 50 focus groups and survey and Library & Cultural Arts Director Pizzuto responded that while the Library has not done a formal re-evaluation of our programs based on the information gathered, there has been a progressive focus toward serving patrons in that group.

RULES OF CONDUCT:

Library & Cultural Arts Director Pizzuto advised the Board that this is not an action item but merely an update on the status of the review being conducted by our consultant Mary Minow. While the Library has received some comment from the City Attorney's office, the complete review by Ms. Minow has been delayed due to her busy schedule as a national speaker and her recent White House appointment to the Federal Institute of Museum and Library Services Advisory Board.

STRATEGIC INITIATIVES 2012-13:

Library & Cultural Arts Director Pizzuto referenced the draft list of Library Strategic Initiatives for Fiscal Year 2012-13 contained in the packet and explained that it represents the final 14 chosen by the staff from the initial 24 proposals. She continued that these initiatives would not require any funding from the Library block budget and would remain a draft list until the City Council's strategic goals have been finalized and any Library resources identified to meet these.

The Board asked for additional information on some of the initiatives and the Library Director asked for their input on the clarity of descriptions for final public posting

RESTRUCTURE:

Library & Cultural Arts Director Pizzuto explained the purpose of the restructure is to use the resources of the Department to the best advantage and the draft framework had been presented to the City Manager Team for approval last month. She reviewed some of the principal elements of the restructure including the consolidation of the current two Reference Divisions into one and the subsequent reassignment of some tasks, the combination of Collection Development and Acquisitions with the Technical Services Division, and the blending of the separate Library and Cultural Arts administrative staff into one support group to include the eventual relocation of Cultural Arts staff into Library facilities.

Also involved in the process is the analysis of the Librarian classification series to confirm classification of some positions. Human Resources is responsible for the analysis and any recommendations for reclassification which will be included with any other actions requiring approval by City Council.

LIBRARY BUDGET FOR FY2012-13 UPDATE:

Library Management Analyst Steve Didier advised the board that the Library and Cultural Arts Budget for next year has undergone some significant changes in structure and instead of 18 different org keys (lines) tied to various divisions, the budget now reflected lines of business and was reduced to only 10 separate lines. He explained that this will make the budget much easier to manage and is consistent with the restructure and the combining of divisions.

The Library submitted the budget on March 8 and the review with Finance has been scheduled for April 3.

Trustee Benson had to leave the meeting due to another commitment and Vice Chair Hulsart took over the chair.

DIRECTOR'S REPORT:

Library & Cultural Arts Director Pizzuto briefed the Board on the following:

Increased bandwidth - The bandwidth was increased just last month and already there have been occasions where it was at capacity; however, those occasions are not as frequent as before the increase. The move of wireless to the public network has not taken place yet.

iPad theft - Information about the missing device was previously discussed but in addition, there have been changes made in the process to provide increased security for the remaining devices.

Unknown donor - The Library is the recipient of a Kindle Fire from an unknown donor and will use the device for training purposes but it will not be one that can be borrowed by patrons.

Read Across America event - The Library's participation in the event has been highly successful thanks to several volunteers from the City and this Board who read to the children in the Library.

Carlsbad Reads Together (CRT) - The program is ready to launch the first of April and any Trustee planning on attending the author event should let the Library know as soon as possible.

Library space redesign - Of the eighteen proposals received, three finalists were asked to provide presentations to staff recently. Reference checks are in progress with hopes of selecting one of the firms for the project in the near future.

RFP FOR PC/PRINT MANAGEMENT - The Library received three proposals which are under review; however, additional information was needed and requested from some of the bidders before a complete analysis of the proposals can be completed.

OSHER INSTITUTE – CAL SATE SAN MARCOS - Representatives from the Institute met recently with the Library's Director, Deputies and staff to discuss a possible partnership wherein the Library will provide the space for their classes which focus on continuing education for the over-50 population, directly relating to the Library's initiative for serving this population effectively.

AMERICAN LIBRARY ASSOCIATION (ALA) ANNUAL CONFERENCE - The conference is scheduled for Anaheim in June and ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations) is presenting some programs for members during the conference. Although most of the conference is designed primarily for staff, the Board is welcome to look over the program and advise Library Administration if they are interested in attending.

FOUNDATION REPORT:

Trustee Hulsart reporting for the Foundation announced that they are investigating options and ideas for major fundraising. The Mini-golf event will return this year on September 30th but has not proven to be a large money-maker so other alternatives are being explored.

FRIENDS OF THE LIBRARY REPORT:

Trustee Hulsart distributed copies of the new Friends' membership promotion bookmark and announced the Better Book Sale at the Cole library will take place on April 28 & 29. She also reported that the on-line sale of books appears to be a significant revenue source.

NSDC GENEALOGICAL SOCIETY:

Board Liaison Marg Kealey reported on the increase in membership and the programs for March and April. The spring seminar is scheduled for this Saturday and the free genealogy classes continue at the Cole Library.

LIBRARY BOARD COMMENTS:

Trustee Hinman commented that both she and her daughter attended the concert at the Cole Library last Sunday and were very impressed with the event.

PUBLIC COMMENT:

None present.

ADJOURNMENT:

By proper motion (Bradley/Hinman) and vote the meeting was adjourned at 4:46 p.m.



Cissie Sexton

Administrative Secretary